

APPROVED 05/02/16

INSTRUCTIONAL PROGRAM REVIEW AND SLOAC SUBCOMMITTEE

Co-Chairs: Paulette Hopkins and Namphol Sinkaset

Minutes of April 18, 2016

Voting Members: Paulette Hopkins (Co-Chair, Instructional Admin), Fred Garces (Instructional Admin), Dan Willkie (Faculty, BTCWI), Jessica McCambly (Faculty, LA), Namphol Sinkaset (Co-Chair/Faculty, MBEPS), John Salinsky (Faculty, PS), Alex Sanchez (Faculty at-Large, MBEPS), Julia McMenamin (Faculty at-Large, LA)

Non-voting/Resource: Xi Zhang (Research and Planning Analyst); Laura Murphy (College-wide Outcomes and Assessment Facilitator); Katinea Todd (Staff, Instruction)

Present: Paulette Hopkins, Namphol Sinkaset, Jessica McCambly, Alex Sanchez, Xi Zhang, Laura Murphy, Katinea Todd

Absent: Dan Willkie, John Salinsky, Julia McMenamin

The regular bi-monthly meeting of the Instructional Program Review and SLOAC Subcommittee was called to order at 3:15 p.m. on April 18, 2016, by Co-Chair Namphol Sinkaset, a quorum being present.

1. **Standing Items:**

1.1. **Adoption of Agenda.** It was moved by Alex Sanchez, seconded by Paulette Hopkins, and unanimously carried to adopt the revised agenda for April 18, 2016.

1.2. **Adoption of Minutes.** It was moved by Sanchez, seconded by Fred Garces, and unanimously carried to approve the Minutes of April 4, 2016.

2. **Unfinished Business:** None.

3. **Information Items:**

3.1. Hopkins advised that at its April 19th meeting the College Executive Committee will discuss piloting a new tool for evaluating shared governance committees. She

requested this committee's approval to volunteer it for the pilot, and received approval by consensus. There were suggestions for criteria to be included in the tool, and discussion will continue at the next meeting on May 2nd. The committee will also discuss at that meeting whether or not to meet on May 16th, which occurs during finals week.

4. Discussion Items:

- 4.1. ISLO Survey Modification. Sinkaset presented and discussed the updated draft ISLO Survey for Fall 2016. The updated draft incorporated input from the April 4th meeting as well as Sinkaset's additional suggestions for the committee to consider. He will request that the Survey be mentioned as a discussion item at the April 21st Academic Affairs Committee meeting and as an action item at its May 2nd meeting. It was moved by Sanchez, second by Hopkins, and unanimously carried to add the updated Draft Survey as an action item to Section 5, below.
- 4.2. Workshops for Program Review Completion. Laura Murphy will send out a notice that she will be available to answer questions about Program Review on April 20th and April 21st in the Professional Development Center. She suggested that this committee could consistently offer future PR workshops right before completion for people who need assistance. She offered to make space in TaskStream for all the published links so that in-college people can see other people's PRs, and the committee requested that she do so. Xi Zhang will look into whether the result will be individual-identifiable and will report back at the next committee meeting.
- 4.3. Accreditation Report/SLO Gap Analysis. Murphy reported that work is continuing and will be a comprehensive look at the gaps when the writing is completed in Fall 2016.
- 4.4. Procedure for Adopting Program Lists on a Yearly Basis. Sinkaset requested that the Committee consider a procedure for reviewing and adopting the revised Program List each year before the list is eventually incorporated into the College Catalog. The list is modified annually by the Curriculum Committee, sent to this Committee

for review. As part of that process, the Curriculum Committee also forwards the list to Research so that PR data packets can be prepared. Xi Zhang advised that some of the programs are not clearly defined and sometimes subjects and disciplines overlap between programs. The Committee discussed redoing the data packet and decided that we need to look at all our programs and have our faculty in the departments identify what they want to see in their PR in terms of courses, degrees, or certificates so that Research has that specific information and can make sure that each program has the information that it specifically needs.

Sinkaset reminded the Committee that it talked about that as a project for next semester about sending a survey to all the programs to ask what they want in their data packet then route to Zhang. Next year this Committee will help in taking feedback from faculty members, possibly in survey form. Discussion will continue in future meetings.

- 4.5. Quality Control of Program Review/SLO Process. Sinkaset asked the committee to consider ways to introduce quality control to PRs beyond whether or not they have been completed. The current process was discussed and preliminary ideas were suggested for improvement, including offering regular workshops to assist faculty with PR. Discussion will continue at the May 2nd meeting.

5. Action Items:

- 5.1. It was moved by Sanchez, seconded by Garces, and unanimously carried to approve the ISLO survey discussed in Item 4.1 above. The Survey will, accordingly, be forwarded to Academic Affairs as discussed in Item 4.1.

6. Adjournment: The meeting was adjourned at 4:11 p.m.

Katinea A. Todd